

AGENDA ITEM #2G
December 1, 2009

Appointments

M E M O R A N D U M

November 25, 2009

TO: County Council
FROM: Justina J. Ferber, Legislative Analyst
SUBJECT: Appointments – Community Action Board

The County Executive's appointments to the Community Action Board are before the Council for confirmation.

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Walter Woods © 9	

Attachments

f:\ferber\county executive appointments\community action board\09 appts\12-1 appt memo.doc



OFFICE OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850

Isiah Leggett
County Executive

APPOINTMENT

PURSUANT TO THE AUTHORITY VESTED TO ME UNDER SECTION 215 OF THE CHARTER OF MONTGOMERY COUNTY, MARYLAND, I HEREBY APPOINT

**Type of Position: Low Income/Head Start/
Rockville**

Tonya Hughes
Rockville 10/1/2012
(Reappointment--First Full Term)

**Type of Position: Low Income/Head
Start/Takoma Park**

Walter Woods
Takoma Park 10/1/2012
(Reappointment--First Full Term)

TO SERVE AS members of the Community Action Board

THIS APPOINTMENT SHALL BE EFFECTIVE UPON CONFIRMATION BY THE COUNCIL FOR MONTGOMERY COUNTY, MARYLAND

ISIAH LEGGETT
COUNTY EXECUTIVE

November 18, 2009

DATE

①

Resolution No.: _____
Introduced: _____
Adopted: _____

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

By: County Council

SUBJECT: County Executive's Appointments to the Community Action Board.

The County Council for Montgomery County, Maryland approves the following resolution:

The County Executive's appointments to the Community Action Board are confirmed.

Type of Position: Low Income/Head Start/

Rockville

Tonya Hughes

Rockville 10/1/2012

(Reappointment--First Full Term)

Type of Position: Low Income/Head

Start/Takoma Park

Walter Woods

Takoma Park 10/1/2012

(Reappointment--First Full Term)

This is a correct copy of Council action.

Linda M. Lauer, Clerk of the Council

COMMUNITY ACTION BOARD

- Created -- Montgomery County Code Section 27-41. Bill 7-95, effective 7/11/95 re: Department of Health and Human Services reorganization. Bill 6-97, effective 8/18/97, changed terms and length of service of certain categories to comply with State law. The geographic areas for the low-income representatives were also changed at that time.
- Purpose -- To develop and coordinate community action programs under the Economic Opportunity Act of 1964. The board advises the County Executive and the County Council on matters relating to the needs of the poor.
- Membership -- No more than 39, or less than 27 members from designated organizations and general areas. At least 1/3 of members represent low-income persons in the County, and 1/3 are public officials or their representatives. The balance are representatives from business, industry, labor, religious, private welfare, private education, minority, civic, and other major private organizations.
Note: Only low-income reps must be residents of the County.
- Officers - Chair, Vice Chair and Secretary are elected annually by the Board.
- Financial Disclosure -- Not required.
- Terms -- Public officials serve at the pleasure of the County Executive. Low-income and private organization members serve either 1 year, 2 year or 3 year terms as designated by the County Executive; they must not serve on the Board for more than five (5) consecutive years or ten (10) total years. No members receive compensation.
- Meetings -- Fourth Tuesday evening of each month, except August, @ 7 pm, 401 Hungerford Drive, Rockville.
- Staff -- Sharon Strauss, Executive Director, Community Action Agency, 8210 Colonial Lane, Suite B, Silver Spring 20910, 301-565-7467

MEMBERSHIP

Type of Position: **Low Income** 1 year term
Mr. Latroy Powell, Rockville
Affiliation: Gaithersburg service center area
Status: **Active** Start Date: 7/28/2009 End Date: **10/1/2010**
Partial Term - Replaces Craig Holston's expired term

Type of Position: **Low Income - Midcounty** 3 year term
Ms. Trinette Chase, Silver Spring
Affiliation: Mid-County service center area
Status: **Vacant** Start Date: 11/28/2006 End Date: **10/1/2009**
First Term - Replaces Patricia A. Serwah's expired term

Type of Position: **Low Income - Head Start Policy Council Member** No Term Exp.
Ms. Trica Young-Williams, Silver Spring
Affiliation: DHHS County Executive Designee
Status: **Vacant** Start Date: 11/28/2006 End Date: **10/1/2007**
Other - Reappt. - one year term

Type of Position: **Low Income - East County Member**
4 year term
Ms. Sherry Cherry, Silver Spring
Affiliation: East County service center area
Status: **Vacant** Start Date: End Date: **10/31/2006**
First Term - Replaces Celia Serkin's expired term

Type of Position: **Low Income - Silver Spring** 3 year term
Ms. Ana Marshall, Silver Spring
Affiliation: Silver Spring Regional Services Center
Status: **Vacant** Start Date: 11/28/2006 End Date: **10/1/2007**
Second Term - Reappointment

Type of Position: **Low Income -Bethesda -Chevy Chase**
3 year term
Ms. Abigail Kendzior, Chevy Chase
Affiliation: Bethesda-Chevy Chase Regional Services Center
Status: **Vacant** Start Date: 11/28/2006 End Date: **10/1/2009**
First Term - Previously vacant position

Type of Position: **Low Income/Head Start/Rockville**
3 year term
Ms. Tonya Hughes, Rockville
Affiliation: Head Start/Rockville
Status: **Active** Start Date: 7/29/2008 End Date: **10/1/2009**
Partial Term - Replaces Thomas J. Begines' unexpired term

Type of Position: **Low Income/Head Start/Takoma Park**
4 year term
Mr. Walter Woods, Takoma Park
Affiliation: Takoma Park service center area
Status: **Active** Start Date: 7/29/2008 End Date: **10/1/2008**
First Term - Replaces Terry Seamens' unexpired term

Type of Position: **Private Organization - Alpha Phi Alpha Fraternity** 2 year term
Mr. Luther Elliott, Silver Spring
Affiliation: Alpha Phi Alpha Fraternity
Status: **Active** Start Date: 12/11/2007 End Date: **10/1/2008**
Partial Term - Replaces Michael A. Smith's unexpired term

Type of Position: **Private Organization - MD Child Services**
Mr. Keith Melbourne, Silver Spring
Affiliation: MD Child Services
Status: **Active** Start Date: 11/28/2006 End Date: **10/1/2009**
First Full Term - Reappointment

Type of Position: **Private Organization - Montgomery County Coalition for the Homeless** 3 year term
Ms. Lauren Harper, Takoma Park
Affiliation: Montgomery County Coalition for the Homeless
Status: **Active** Start Date: 7/29/2008 End Date: **10/1/2010**
First Term - Replaces Abby Burgess' unexpired term

Type of Position: **Private Organization - Primary Care Coalition** 2 year term
Mr. Steven Galen, Silver Spring
Affiliation: Primary Care Coalition of Montgomery County
Status: **Active** Start Date: 11/10/2009 End Date: **10/1/2011**
Second Term - Reappointment

Type of Position: **Private Organization - Legal Aid Bureau** 2 year term
Ms. Yvette Chesson-Wurch, Riverdale
Affiliation: Legal Aide Bureau, Inc.
Status: **Active** Start Date: 12/11/2007 End Date: **10/1/2009**
Partial Term - Replaces Melissa Flynn's expired term

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MEMBERSHIP

Type of Position: **Private Organization - CASA of Maryland** 3 year term

Mr. Marlon Mitchell, Takoma Park

Affiliation: CASA de Maryland

Status: **Active** Start Date: 11/28/2006 End Date: **10/1/2009**

First Full Term - Reappointment

Type of Position: **Private Organization - Spanish Catholic Center of Catholic Charities** 2 year term

Ms. Julieta Machado-Pacanins, Washington

Affiliation: Spanish Catholic Center of Catholic Charities

Status: **Active** Start Date: 3/17/2009 End Date: **10/1/2010**

First Full Term - Reappointment-2 year term

Type of Position: **Private Organization - League of Women Voters - Primary** 4 year term

Ms. Melpomeni Jeffries, Rockville

Affiliation: League of Women Voters

Status: **Active** Start Date: 5/13/2008 End Date: **10/1/2011**

First Term - Replaces Luda Shield's expired term

Type of Position: **Public Official - Community Ministry of Mont. Co. Member** 3 year term

Ms. Mary Jane Villforth-Smith, Rockville

Affiliation: Community Ministry of Montgomery County

Status: **Vacant** Start Date: 3/19/2005 End Date: **10/31/2008**

First Term - Replaces Sue Guenther's expired term

Type of Position: **Public Official - BOE/MCPS Representative** No Term Exp.

Ms. Lisa Conlon, Silver Spring

Affiliation: Board of Education Representative

Status: **Active** Start Date: End Date:

No Term Exp - Replaces Beverly Brown

Type of Position: **Public Official - Council Rep Chair** No Term Exp.

Ms. Pamela Luckett, Silver Spring

Affiliation: County Council Representative

Status: **Active** Start Date: End Date:

No Term Exp -

Type of Position: **Public Official - Recreation** No Term Exp.

Mr. Corky McCorkle, Silver Spring

Affiliation: Department of Recreation

Status: **Active** Start Date: End Date:

No Term Exp - Replaces Kathleen Little

Type of Position: **Public Official - County Executive Designee/Public Official** No Term Exp.

Ms. Trica Young-Williams, Silver Spring

Affiliation: DHHS County Executive Designee

Status: **Active** Start Date: 7/29/2008 End Date:

No Term Exp - Replaces Carolyn Snowden

Type of Position: **Public Official -DPWT** No Term Exp.

Ms. Carolyn Jones, Rockville

Affiliation: DPWT/Transit Services/Cust. Service

Status: **Active** Start Date: End Date:

No Term Exp -

Type of Position: **Public Official - HOC Rep.** No Term Exp.

Dr. Lillian Durham, Kensington

Affiliation: Housing Opportunities Commission Rep

Status: **Active** Start Date: End Date:

No Term Exp -

Type of Position: **Public Official - Human Rights Commission** No Term Exp.

Mr. William England, Silver Spring

Affiliation: Human Rights Commission

Status: **Active** Start Date: End Date:

No Term Exp - Replaces Russell Campbell

Type of Position: **Public Official -DHCA** No Term Exp.

Ms. Luann Korona, Rockville

Affiliation: Dept. of Housing and Comm. Affairs

Status: **Active** Start Date: End Date:

No Term Exp -

Type of Position: **Public Officials - DHHS** No Term Exp.

Ms. Lauren Newman, Rockville

Affiliation: Department of Health and Human Services Rep

Status: **Active** Start Date: End Date:

No Term Exp - Replaces Felicia Turner

Type of Position: **Public Officials - HRC Member**

Mr. Daniel Ehrenberg, Silver Spring

Affiliation: None

Status: **Vacant** Start Date: End Date:

No Term Exp - Replaces Stanley Goldberg

[Montgomery County Boards, Committees, and Commissions](#)[<Boards Home>](#)Policy and
ProceduresList of Boards,
Committees and
CommissionsMeeting
CalendarVacancy
NoticesCouncil Policy
Regarding
Appointments

Vacancy Announcements

Release ID: 09-102

Media Contact: Beth Gochrach, 240.777.2528

For Immediate Release: 8/7/2009

Application Deadline: 8/28/2009

Leggett Seeks Applicants for Community Action Board

County Executive Isiah Leggett is seeking applicants to fill vacancies on the Montgomery County Community Action Board. The vacancies are for a representative of Head Start, and representatives of low-income communities in Bethesda/Chevy Chase, East County, Mid-County, Silver Spring, Takoma Park and Upcounty. Terms are for one, two and three years. Meetings are held nine times per year on the fourth Tuesday evening each month (except July, August, and December), at 7:00 p.m. in Rockville.

The Community Action Board governs the Community Action Agency, which creates and maintains community action programs to encourage the use of public and private resources to enable low-income people to become self-sufficient; to reduce poverty in the County; to involve the low-income population in developing and carrying out anti-poverty programs in the County; and to make government more responsive to the needs of low-income people. The Board advises the County Executive and the County Council on matters relating to the needs of poor and low-income individuals and families. Members of this Board do not receive compensation but are eligible for reimbursement for travel and dependent care for meetings attended.

The Community Action Board has a unique requirement to assure that members representing low-income people are democratically elected, due to the enabling federal legislation, establishing governing boards for federally-funded Community Action Agencies. Therefore, applicants to the Community Action Board should include a letter from a group (such as a neighborhood association, faith, parent group or civic organization), indicating the nominee's elected status, signed by the group's authorized representative.

Applicants of diverse backgrounds, professions, gender, geography, disability and ethnicity are encouraged to apply. An application, **consisting of a brief cover letter and resume**, should be sent by mail to County Executive Isiah Leggett, 101 Monroe Street, 2nd Floor, Rockville, MD 20850, or by email to countyexecutive.boards@montgomerycountymd.gov. Home and employment addresses, as well as contact phone numbers and email addresses should be included. If appropriate, applicants should indicate the position for which they are applying. The deadline for application is **August 28**.

Members of County boards, committees and commissions may not serve on more than one such group at a time. Members of this Board are eligible for reimbursement for travel and dependent care for meetings attended. Leggett's appointments are subject to confirmation by the County Council. Applications of those selected for appointment are made public as part of the confirmation process.

[» Return to Board Vacancies](#)

Gochrach, Beth

From: Strauss, Sharon
Sent: Wednesday, September 23, 2009 12:58 PM
To: Gochrach, Beth
Cc: James, Lizzie; 'HOPEwwMid-Atlantic'
Subject: Update re: ACCP
Importance: High

Hi Beth,

I am pleased to inform you that Tonya Hughes, our representative from Rockville volunteered to serve as Community Action Board's representative on the Advisory Committee on Consumer Protection. Tonya is aware that the ACCP meets at 8:00 AM the first Tuesday of every month, at the Council Office Building in Rockville. I assume you have her contact information in the B/C/C database, but her email is Tupgradeu@yahoo.com

Will you share additional guidance re: when she should begin (before her actual confirmation, or following?), exact location, and the staff liaison contact information? Also, I should alert you that Tonya was recently hired by HHS, as a community connector with the neighborhood assistance centers.

As always, thanks!

Sharon

Sharon Strauss M.S. Ed., Program Manager
Montgomery County Dept. of Health & Human Services
Office of Community Affairs, Community Action Agency
Assistant Executive Director, Community Action Board

"The time has come for us to civilize ourselves by the total, direct and immediate abolition of poverty."
Martin Luther King, Jr.

Community Action Agency at Progress Place
8210 Colonial Lane, 2nd Fl. Silver Spring, MD. 20910
PH: 301.565.7460 FAX: 301.565.7457

"Community Action Partnership — Helping People. Changing Lives."

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10/6/2009

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Montgomery County Community Action Board
2008 Info Sheet

(PRINT)

Name: Tonya M. Hughes Home Phone: 240-752-2530
Home Address: 4452 Inverness Blvd. Apt #805 Daytime Phone: 240-752-2535
City: Rockville State: Maryland Zipcode: 20850
Email: tupgrade@yahoo.com
Occupation: Sub Teacher & Public Resident of Montgomery County? 7 years
Are you age 18 or older? ☒ Yes ☐ No Service Guide
Has your child(ren) been served by: ☒ Head Start? ☒ Linkages to Learning?
Name of your child's school/ children's school(s): Maryvale ES
What is your community?

☐ Bethesda/Chevy Chase ☐ East County ☐ City of Gaithersburg ☐ Germantown/UpCounty
☒ City of Rockville ☐ Silver Spring ☐ Takoma Park ☐ Wheaton

Why do you wish to represent low-income residents of Montgomery County on the Community Action Board? I wish to represent low-income because residents of my community are in need of assistance of different resources that the City of Gaithersburg has to offer. I have experience and a skilled degree of knowledge to share in order to help people succeed.

Please describe the knowledge, education or experience that will help you represent low-income residents of Montgomery County: My background is in Human Resources & Labor Management and I have over 10 yrs of customer service experience with the public. I like helping & talking to people about the current needs & changes my community needs & wants.

List your civic and community activities: None at present Pursuing Alpha Kappa Alpha Graduate Chapter Membership.

Please describe any services/accommodations/translation you need to participate: None

Please send to: Montgomery County Community Action Board, c/o Sharon Strauss, assistant executive director, 8210 Colonial Place, Suite B, Silver Spring, MD 20910. FAX: 301-565-7457
For information, please contact Sharon, 301-565-7460, sharon.strauss@montgomerycountymd.gov

October 20, 2009

Honorable Isiah Leggett
County Executive
101 Monroe Street
Rockville, MD 20850

Re: Head Start Representative for the Community Action Board (CAB)

Dear Mr. Leggett:

The Montgomery County Head Start Program would like to re-submit Mr. Walter Woods as Head Start representatives to the Community Action Board. Mr. Woods is currently a resident of the Langley/Takoma Park area.

As you know Head Start is mandated by the federal Head Start Program Performance Standards to maintain shared governance between the Community Action Board, Montgomery County Public Schools, the community, and parents. The Policy Council is pleased to recommend the parent representatives to assist in facilitating shared governance of the Head Start program.

If additional information on representatives is required, please contact Beverly E. Brown at 301-230-0676 or Beverly_E_Brown@mcpsmd.org.

Sincerely,

Beverly E. Brown
Parent Involvement/Volunteer Specialist for
Montgomery County Public Schools
Head Start Policy Council
Rocking Horse Road Center
4910 Macon Road, Room 132
Rockville, MD 20852

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Montgomery County Community Action Board

2009 Info Sheet

(PRINT)

Name: Walter J. Woods Jr.

Home Phone: 301-585-7468

Home Address: 902 Prospect Street

Daytime Phone: 301-257-5172

City: Takoma Park

State: Maryland Zip code: 20912

Email: wltwds@aol.com

Occupation: Owner/ GM ServiceMaster By Woods
years

Resident of Montgomery County? 10

Are you age 18 or older? ☒ Yes ☐ No

Has your child(ren) been served by: ☐ Head Start ☒ Linkages to Learning

Name of your child's school/children's school(s): Rolling Terrace

What is your community?

- ☐ Bethesda/Chevy Chase ☐ East County ☐ City of Gaithersburg ☐ Germantown/UpCounty
☐ City of Rockville ☐ Silver Spring ☒ Takoma Park ☐ Wheaton

Why do you wish to represent low-income residents of Montgomery County on the Community Action Board? I am interested in the education of my child, his friends, and the students through out the school system. I want to help insure all children receive an adequate education and have the opportunity to perform well in school, become confident contributing citizens, and achieve their dreams. I believe all children should be afforded early learning opportunities like Pre-K; especially in light of the income required for financial self sufficiency in Montgomery County. I am an advocate for finding ways to include financial literacy training in the Montgomery County Public School System.

Please describe the knowledge, education or experience that will help you represent low-income residents of Montgomery County: I have a BA degree in criminal justice, in political science, and graduate education in public policy analysis. I also hold a JD law degree. I have worked to organize voters of all economic levels and have started working with the Montgomery County Prekindergarten/Head Start Program and Policy Council. I have trained with the National Head Start Assoc. on program governance and financial literacy.

List your civic and community activities: I am currently working with the Montgomery County Head Start Policy Council. For the past two years, I have represented the Policy Council as the representative for the Community Action Agency Board and as representative for the Maryland Head Start Association and the Regional Head Start Association. I facilitate training workshops on the home buying process to first time home buyers. I have worked with Impact Silver Spring to recruit participants for the Parent Leadership Training Program. As a member of the Community Action Board I had the opportunity to work with the Montgomery County Community Action Agency on the report: Montgomery County Self Sufficiency Standard September 2008

Please describe any services/accommodations/translation you need to participate: N/A_____

Please send to: Montgomery County Community Action Board, c/o Sharon Strauss, assistant executive director, 8210 Colonial Place, Suite B, Silver Spring, MD 20910. FAX: 301-565-7457
For information, please contact Sharon, 301-565-7460, sharon.strauss@montgomerycountymd.gov

WALTER J WOODS JR
902 Prospect Street
Takoma Park, MD 20912
Email: wltwds@aol.com

Home (301) 585-7468 Cell (301) 257-5172

OBJECTIVE:

Executive or Management position in Financial Training, and Individual Asset Development .

SUMMARY OF QUALIFICATIONS

My work experience and educational background give me the ability to multitask and exercise my skills at sales, contracting, planning, training, development, and management to facilitate Company or Agency accomplishment of mission, goals and objectives.

SPECIFIC EXPERIENCE

ServiceMaster by Woods
Takoma Park, MD

December 2008- Present

General Manager/Owner

Entrepreneur. Owner of ServiceMaster Franchise. Responsible for business development, finance, recruitment and development of operational capabilities required to service commercial cleaning contracts in Montgomery and Prince Georges Counties, Maryland

Washington Home Remodelers & Financing
College Park, MD

March 1993-November 2008

Training Manager and Sales Contract Consultant

Responsible for marketing/sales training, loan origination and remodeling contracts. Performed needs assessment, design, implementation, and evaluation of ongoing marketing and sales training programs for Mortgage and Home Improvement operations. Responsible for research necessary for demographic knowledge to generate credit worthy lead flows for sales representatives, loan originators and management personnel. Provided training and supervision for credit pre-qualifications, interoffice, online, telephone submissions and processing of loan applications. Developed and performed on the job training for loan closings for personal loans and loans secured by real properties. Maintain status of top home improvement Contract consultant; averaging 80-100 installed projects per year. Negotiated with general contractors and subcontractors on prices, manpower, allocation, project time line, and draws. Oversaw ongoing job status evaluations and post job reviews for completion certificates. Assessed needs and developed sales, marketing and leadership empowerment training programs directed at recruitment, development and retention of manpower needed to meet company goals. Performed analysis for efficiency and effectiveness of call center operations. Reviewed and recommended

technologies like phone systems, automated dialers, and lead tracking software, etc. for marketing, sales and support staffs. Conducted an annual average of 100 learning meetings and/or training seminars to train, inform, set individual and team goals and educate on compensation and benefit programs Established standards and trained for production of daily marketing reports, for marketing and field sales results to be presented to managers and corporate officers. Analyzed National do-not-call Legislation to recommend measures for compliance with regulations Recognized as top sales contract consultant, training manager of the year and most valuable employee.

Metro-POS
Laurel, MD

October 2006-November 2007

General Manager Commercial Real Estate Operations

Head of commercial real estate operations for company. Established and supervised all application, lease, finance and purchase procedures for company owned and operated properties. Set guidelines for credit and background checks. Provided general contract advice for company business purchases. Provided needs assessments and recommendations for organizational development programs as well as executive and management coaching. Coordinated builders and contractors for build outs of corporate offices and development projects.

Polar Window Systems
Riverdale, MD

July 1987-November 1992

Regional Manager of Marketing Operations

Recruited, trained, developed and managed the marketing staff necessary to generate quality leads for field sales representatives in the D.C. Metro, Virginia, Maryland, Delaware, and Eastern Shore areas. Developed manpower capacity to align with company production goals for over 100 daily- confirmed appointments and business development of 25 million dollars in annual net business volume for window/door and roofing/sliding contracts. Interacted with all management levels for goal setting, manpower alignment, training design and review of training. Conducted daily sales meeting and ongoing staff training and motivation sessions. Trained support staff and negotiated contracts for media outlets, direct mail campaigns and other marketing efforts necessary to develop calling database for marketers. Developed and trained confirmation teams to manage quality control and tracking procedures for lead flow management. Developed personnel training and orientation programs. Coordinated management of lead flow from cold calls, media responses and direct marketing programs, etc. Performed efficiency and cost effectiveness assessments for call center operations. Compiled and presented marketing reports to upper management, sales managers, team leaders, and corporate officers. Instituted management by objective plans for office and regional production and staff retention.

Walker Associates
Rockville, MD

March 1982- June1987

Vice President of Marketing

Recruited, trained and developed insurance contract and investment sales force and management. Used management by objective philosophies to establish regional sales offices. Conducted weekly recruiting fairs and quick start schools for new sales representatives and managers. Coordinated interaction of inter-regional sales trainers and management talents to build a highly motivated and performance oriented operations. Established and managed training programs and media contracts and programs to generate lead flows for sales force. Conducted and recommended educational programs for insurance and investment sales licensing. Planned, implemented, and managed information systems to provide support for insurance and securities salespeople. Trained field representatives to provide and sell from computer generated financial needs analysis for insurance and investment clients.

EDUCATION:

Southern California University for Professional Studies School of Law
Santa Ana, California
June 2004 –JD Law, 3.13 GPA

Howard University Graduate School of Public Affairs and Public Administration
Washington, DC
September 1980-May 1982
45 Hours Completed (Focus on Organization Development)
Howard University
Washington, DC

May 1980- BA Political Science, Magna Cum Laude
Honors 3.56 GPA
Student Body President-Debate Team

Cambridge University England
Moten Fellow

Burlington Community College
Pemberton, New Jersey
June 1977- AA Police Administration
Honors Graduate

COMPUTER SKILLS:

Microsoft office suite .Calyx Point Loan Management software. Working knowledge of Learning Management Software, Customer Relation Management Programs and Human Resources Information Management Systems.

MILITARY SERVICE:

US Army Military Police 1974-1977 (Honorable Discharge)
☐ Instructor Training School

- Leadership Academy
- ❖ Military Police Instructor

REFERENCES AVAILABLE UPON REQUEST